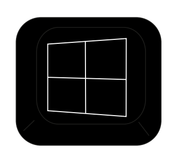
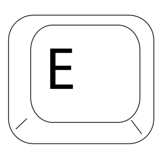
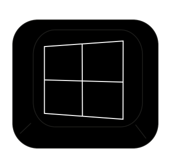
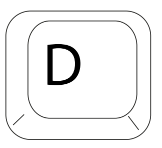
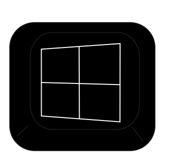
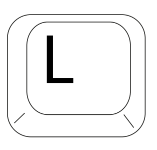
Con la tecla de windows

 + 

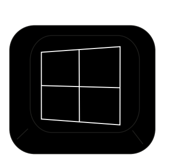
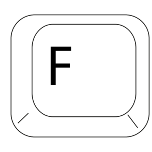
= Abrir explorador de archivos

 + 

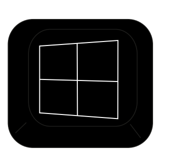
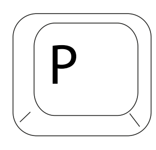
= Mostrar y ocultar escritorio

 + 

= Bloquea el equipo (muy útil por si tienes que hacerlo rápido)

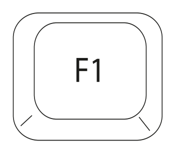
 + 

= Buscar en el PC

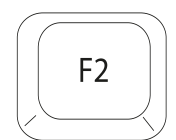
 + 

= Opciones de Proyección

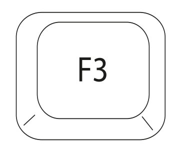
Teclas de función y combinaciones



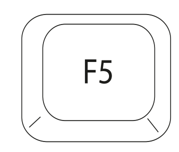
= Ayuda de la aplicación abierta



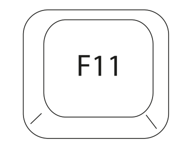
= Cambiar el nombre de un archivo seleccionado



= Buscar (Windows, Outlook, explorer, etc.)



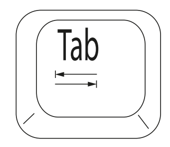
= Actualizar página internet



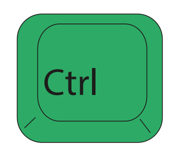
= Pantalla completa navegador

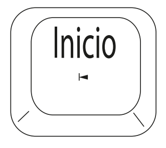
David López Pazos
info@concienciatec.com



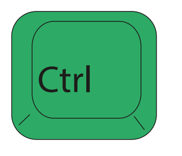



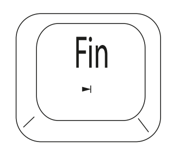
= Cambiar entre las distintas aplicaciones abiertas



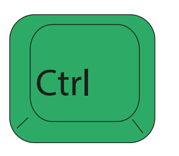
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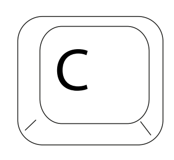
= Va al inicio del documento o de la carpeta actual



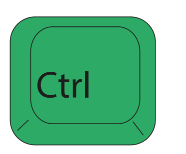
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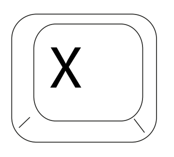
= Va al final del documento o de la carpeta actual



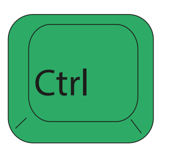
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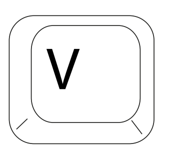
= Copia texto o archivos/carpetas seleccionados



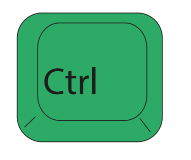
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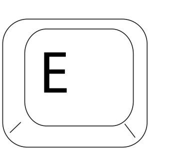
= Corta texto o archivos/carpetas seleccionados



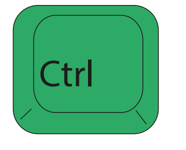
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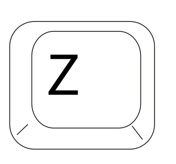
= Pega texto o archivos/carpetas seleccionados



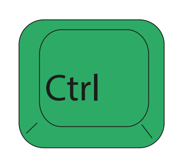
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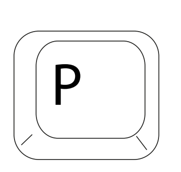
= Selecciona todo (tanto carpetas/archivos como texto)



+


= Deshace la última accion realizada



+


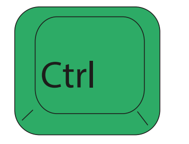
= Imprimir - Funciona en practicamente cualquier aplicación

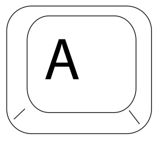
David López Pazos
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Para los navegadores de internet

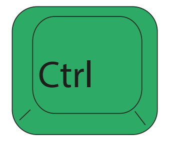


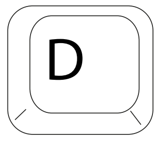




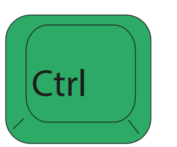



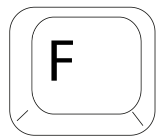
= Selecciona todo el texto de la web



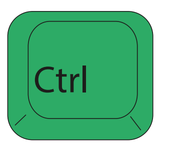


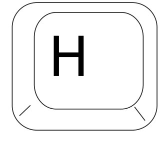
= Añade la web a Favoritos



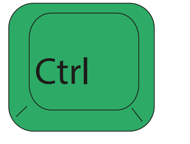


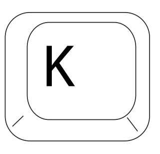
= Buscar dentro de la página actual



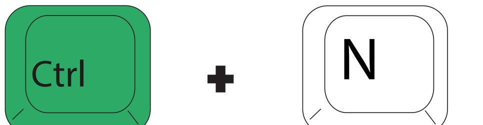


= Abrir el historial de navegación



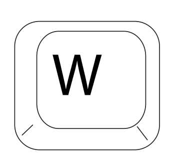


= Abre la misma página en una pestaña nueva

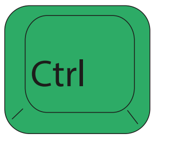


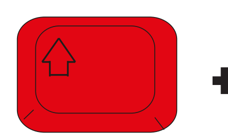
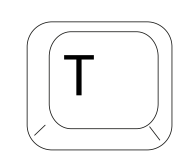
= Abrir una nueva página



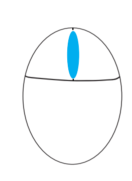
= Cerrar pestaña actual

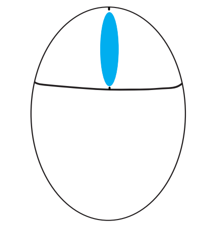


= Reabrir la ultima pestaña cerrada





=
+ Zoom Rueda raton arriba
- Zoom Rueda ratón abajo



Si pulsas la rueda sobre un enlace lo abre en una pestaña

Si pulsas la rueda una pestaña, la cierra

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Atajos comunes a casi todas las aplicaciones



Copia texto o archivos/ carpetas seleccionados



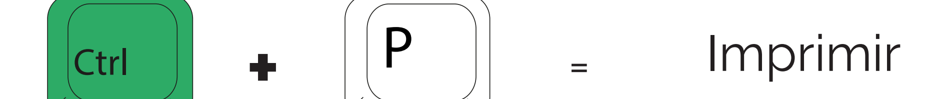
Corta texto o archivos/ carpetas seleccionados



Pega texto o archivos/ carpetas seleccionados



Deshace la última accion realizada

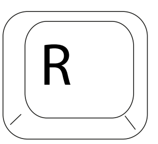


Imprimir

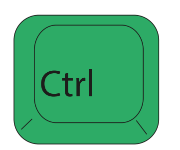
David López Pazos
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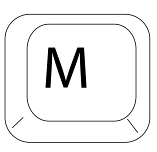
Atajos Outlook 2007



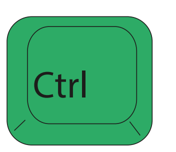
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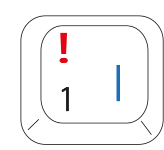
= Responder al Email abierto



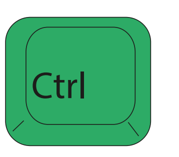
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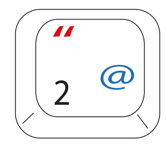
= Enviar y recibir correos



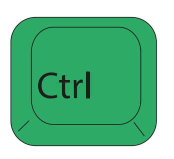
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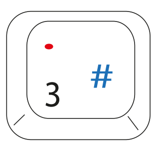
= Ir a correo



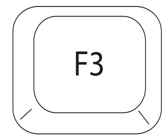
+


= Ir a Calendario

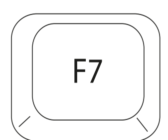


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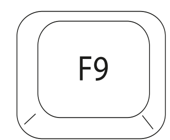
= Ir a Contactos



= Ir al cuadro de búsqueda



= Corrector ortográfico



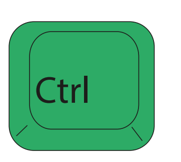
= Envia y recibe correos de todas las cuentas configuradas

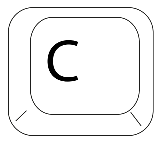
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Para editores de texto

 Microsoft Word

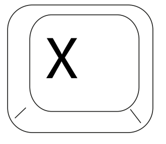
 libreoffice Writter



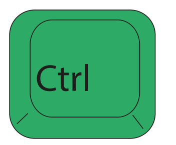
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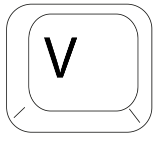
= Copiar



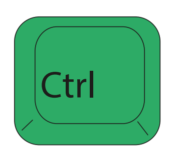
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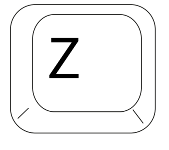
= Cortar



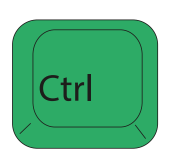
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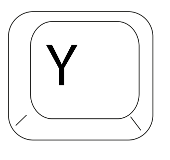
= Pegar



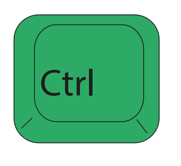
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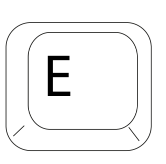
= Deshacer la última acción



+


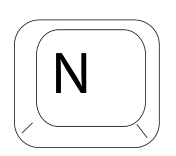
= Rehacer la última acción



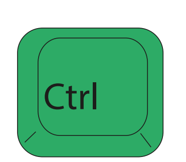
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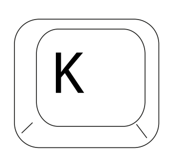
= Seleccionar todos los elementos



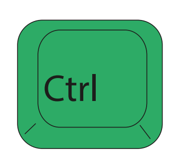
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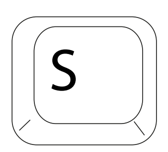
= Formato letra negrita



+


= Formato letra cursiva



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= Formato letra subrayada

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